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ABSTRACT

This set of performance objectives and assessment checklists is intended for use with regular office occupations classroom activities. Steps are discussed for implementing these competency-based materials, and a grading system is recommended for assessment. Each of the 20 validated skills, 8 recommended skills, and 1 optional skill are presented in a one-page format. On each page this information is provided: program, skill, performance objectives (behavior, conditions, standards), performance assessment, and the performance assessment checklist. The 20 validated skills are divided into seven categories: typing skills, duplicating equipment, basic English and math skills, receptionist skills, filing procedures, transcription, and supply requisitions. Under each category, more specific skills are listed. Recommended skills are: inventory control, dictation, a petty cash fund, calculator use, preparing statistical graphs and charts, and maintaining payroll records. The optional skill is recording on balance sheets and using income and expense accounts. (YLB)

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OFFICE OCCUPATIONS

PERFORMANCE OBJECTIVES AND ASSESSMENTS

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Introduction

This set of performance objectives and performance assessment checklists was developed in 1982 by American Technical Institute, Central Texas College System, as part of a competency validation project sponsored by Texas Education Agency. To validate the competencies, the researchers formed a Statewide Industrial Advisory Committee of persons who were nominated by Texas educators, Chamber of Commerce representatives, and personnel directors as professionals of high occupational competence. To be included as a "Validated Skill," a job skill had to be considered important to know by between 50% and 100% of the industrial committee; a "Recommended Skill," by between 10% and 49%; and an "Optional Skill," by between 5% and 9%. The performance objectives and assessments written for these levels of validated competencies allow educators to use the results of the most recent education-related research in the classroom.

To use the learning materials provided, first duplicate the skills checklists using this booklet as a print-master. Follow the steps discussed below to implement the performance tests into regular classroom activities.

1. Provide the student with a copy of the skills sheet so that he/she can read the performance objective and become familiar with the behavior which will be required for the performance test.
2. Discuss with the student the grading criteria for 100% skills mastery on the performance exam. For example, if the performance assessment checklist item directs the student to measure an item using U.S. measuring tools, the instructor might prescribe that a measurement which is correct to within 1/8" would be considered 100% mastery. Set a specific time limit in which the performance exam can be completed.
3. Guide the student to the necessary learning activities for mastering the learning objective.
4. After the student has successfully completed the necessary learning activities, he/she may make an appointment with the instructor to take the performance exam. The assessment must be taken in the presence of the instructor. Use the performance

assessment check sheet to determine whether the student is proficient in the competency. If the student incorrectly performs any performance item, do not allow him/her to attempt any further part of the exam. Direct the trainee to learning tasks which are related to the items he/she did not perform correctly. When the instructor feels the student is ready, an appointment may be made to attempt the performance exam again. When performance is successful, record this on a progress chart, and direct the student to the next competency.

It is recommended that students be permitted to "challenge" competencies. If, after reading the performance objective, the student thinks he/she may have already mastered the task, he/she may request to take the performance exam. The instructor should first examine the student verbally to be sure he/she does know the material involved. If the instructor feels that the student is competent in the skill, an appointment may be made and the normal testing procedures followed.

Naturally, this competency-based program is not designed to be graded in the conventional manner. Rather than numerical averages and letter grades, a "pass," or mastery, type of grading system is recommended. If a student does not pass the performance exam, he/she should not be penalized, but rather should be recycled through learning activities until mastery is achieved. When the student successfully performs the skill, this is noted on a progress chart, which certifies that the student has demonstrated his/her ability to competently perform the task in an actual job situation.

Office Occupations
Validated Skills by Category

Validated Skills

Typing Skills

1. Typing at 60 wpm
2. Typewriter cleaning, changing ribbon
3. Centering material
4. Letters, envelopes, labels, memorandums, reports, and other business communications

Duplicating Equipment

5. Preparing masters, duplicating, and collating

Basic English and Math Skills

6. Standard English grammar
7. Rules for punctuation, capitalization, spelling, and abbreviation
8. Principles of business letter writing
9. Basic math for whole numbers, fractions, precentages, and decimals

Receptionist Skills

10. Receiving and assisting visitors
11. Telephone procedures
12. Mail processing
13. Appointments, arrangements, and reservations

Filing Procedures

14. Filing and retreiving alphabetically
15. Filing and retreiving numerically
16. Records control
17. Developing new files
18. Updating, expanding, and deleting files

Transcription

19. Typing a letter from a transcription machine

Supply Requisitions

20. Preparing requisitions for supplies

Recommended Skills

1. Inventory control
2. Taking dictation over the telephone
3. Keeping a petty cash fund
4. Taking dictation at 80 wpm
5. Using a 10-key calculator
6. Changing 10-key calculator ribbon
7. Preparing statistical charts and graphs
8. Maintaining payroll records

Optional Skill

1. Recording on balance sheet, income and expense accounts

Program: Office Occupations

Validated Skill #1: Types at a required rate of 60 wpm on straight copy for 5 minutes with 2 errors or less.

Performance Objective:

Behavior: You will type at a required rate of 60 wpm on straight copy for 5 minutes with 2 errors or less.

Conditions: Given a typewriter, paper, and a timed writing exercise to copy, you will perform the items listed below, with no assistance.

Standards: Within a 5 minute time limit, perform the items listed below, with 2 errors or less.

Performance Assessment:

You will type at a required rate of 60 wpm on straight copy for 5 minutes with 2 errors or less. Your performance will be evaluated by your instructor according to the item on the following checklist. To master this performance, you must correctly perform the item.

Items to be Performed	Yes	No
Type a 5-minute timed writing with 2 errors or less at a rate of 60 wpm.		

Program: Office Occupations

Validated Skill #2: Cleans the typewriter and changes the typewriter ribbon or cartridge.

Performance Objective:

Behavior: You will clean the typewriter and change the typewriter ribbon or cartridge.

Conditions: Given a normal classroom typewriter, the proper ribbon or cartridge, and the necessary cleaning equipment, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will clean the typewriter and change the typewriter ribbon or cartridge. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Demonstrate proper cleaning techniques for the typewriter.		
Change, or demonstrate changing, the typewriter ribbon or cartridge.		

Program: Office Occupations

Validated Skill #3: Using a properly maintained typewriter, and making sure all errors are corrected, centers typewritten material horizontally, vertically, and in reading position.

Performance Objective:

Behavior: Using a properly maintained typewriter, and making sure all errors are corrected, you will center typewritten material horizontally, vertically, and in reading position.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

Using a properly maintained typewriter, and making sure all errors are corrected, you will type a tabulation centered horizonally and vertically. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Type a tabulation centered horizontally, vertically, and in reading position.		
Proofread, and correct all typographical errors.		
Use a clean element.		

Program: Office Occupations

Validated Skill #4: Types letters, envelopes, labels, memorandums, reports, and other business communications.

Performance Objective:

Behavior: You will type letters, envelopes, labels, memorandums, reports, and other business communications.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will type letters, envelopes, labels, memorandums, reports, and other business communications. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Type a block letter with open punctuation from rough draft.		
Type a modified block letter with indented paragraphs and mixed punctuation.		
Type an envelope.		

Program: Office Occupations

Validated Skill #5: After preparing masters and/or originals, duplicates and collates them on the appropriate equipment.

Performance Objective:

Behavior: After preparing masters and/or originals, you will duplicate and collate them on the appropriate equipment.

Conditions: Given the necessary supplies and equipment, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

After preparing masters and/or originals, you will duplicate and collate them on the appropriate equipment. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Prepare a two-page report to serve as a master and/or original.		
Proofread, and correct all errors.		
Duplicate master and/or original on the appropriate equipment.		
Collate the copies for distribution. If the available duplicating equipment has no collator, collate the copies by hand.		

Program: Office Occupations

Validated Skill #6: Uses correct, standard English grammar and sentence structure for all written material.

Performance Objectives:

Behavior: You will demonstrate use of correct, standard English grammar and sentence structure for written material.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will demonstrate use of correct, standard English grammar and sentence structure for written material. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
You will rewrite 10 sentences given to you by your instructor to correct the English grammar and sentence structure.		
You will write a short paragraph of 5 sentences on any topic, using standard English grammar and sentence structure.		

Program: Office Occupations

Validated Skill #7: Use the standard English rules for punctuation and capitalization, and use the correct forms for the spelling and abbreviation of words.

Performance Objective:

Behavior: You will use the standard English rules for punctuation and capitalization, and use the correct forms for the spelling and abbreviation of words.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will use the standard English rules for punctuation and capitalization, and use the correct forms for the spelling and abbreviation of words. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Using written examples of sentences and paragraphs given to you by your instructor, you will perform the following items.		
Correct the punctuation.		
Correct the capitalization.		
Correct the spelling.		
Abbreviate the words indicated.		

Program: Office Occupations

Validated Skill #8: Composes routine business correspondence using the accepted principles of business letter writing.

Performance Objective:

Behavior: You will compose routine business correspondence, using the accepted principles of business letter writing.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will correct sentences and compose various types of business letters, using effective writing principles. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Rewrite sentences given to you by your instructor, using principles of effective writing.		
Using principles of effective writing, you will write the following: a collection letter a letter making a reservation a letter of request		

Program: Office Occupations

Validated Skill #9: Adds, subtracts, multiplies, and divides whole numbers, fractions, percentages, and decimals.

Performance Objective:

Behavior: You will add, subtract, multiply, and divide whole numbers, fractions, percentages, and decimals.

Conditions: Given math problems by your instructor, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will add, subtract, multiply, and divide whole numbers, fractions, percentages, and decimals. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
You will add, subtract, multiply, and divide whole numbers.		
You will add, subtract, multiply, and divide fractions.		
You will add, subtract, multiply, and divide percentages.		
You will add, subtract, multiply, and divide decimals.		

Program: Office Occupations

Validated Skill #10: Receives and assists visitors, using accepted procedures.

Performance Objective:

Behavior: You will receive and assist visitors, using accepted procedures.

Conditions: Given a role playing situation, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will receive and assist visitors, using accepted procedures. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Receive visitors.		
Determine the nature of visitor's visit.		
Give appropriate information to visitors.		
Route visitors to appropriate office areas.		
Make introductions.		
Take an oral message from visitors.		
Make an appointment, using an appointment book.		

Program: Office Occupations

Validated Skill #11: Demonstrates effective telephone procedures.

Performance Objective:

Behavior: You will demonstrate effective telephone procedures.

Conditions: Given a role playing situation, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will demonstrate effective telephone procedures. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
In a role playing situation, perform the following items.		
Answer incoming calls.		
Transfer incoming calls, or demonstrate telephone courtesy used when doing so.		
Record and deliver telephone messages.		
Place outgoing calls (local and long distance).		
Answer telephone inquiries.		

Program: Office Occupations

Validated Skill #12: Processes incoming and outgoing mail.

Performance Objective:

Behavior: You will process incoming and outgoing mail.

Conditions: Given the necessary supplies, you will perform the items below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will demonstrate procedures for processing incoming and outgoing mail. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Sort incoming mail.		
Inspect incoming mail.		
Check outgoing mail as a unit (carbon, enclosures, envelope).		
Describe steps for addressing envelopes.		
Describe postal information (classification, special mail service).		

Program: Office Occupations

Validated Skill #13: Makes appointments, arrangements, and reservations by mail and telephone.

Performance Objective:

Behavior: You will demonstrate making appointments, arrangements, and reservations by mail and telephone.

Conditions: Given the necessary supplies and a role playing situation, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will demonstrate making appointments, arrangements, and reservations by mail and telephone. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
In role playing situations, perform the following items.		
Make conference or meeting arrangements by letter.		
Make conference or meeting arrangements by telephone.		
Make, change, or cancel an appointment by letter.		
Make, change, or cancel an appointment by telephone.		
Make travel arrangements by letter.		
Make travel arrangements by telephone.		
Make hotel/motel reservations by letter.		

Program: Office Occupations

Validated Skill #14: Using correct filing terms, files alphabetically and retrieves correspondence filed alphabetically.

Performance Objective:

Behavior: Using correct filing terms, you will file alphabetically and retrieve correspondence filed alphabetically.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

Using correct filing terms, you will file alphabetically and retrieve correspondence filed alphabetically. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
File correspondence alphabetically.		
Retrieve alphabetically-filed correspondence as indicated by your instructor.		

Program: Office Occupations

Validated Skill #15: Files numerically and retrieves correspondence filed numerically.

Performance Objective:

Behavior: You will file numerically and retrieve correspondence filed numerically.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will file numerically and retrieve correspondence filed numerically. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
File correspondence numerically according to the consecutive system.		
File correspondence numerically according to the middle digit system.		
Retrieve correspondence indicated by your instructor, in the consecutive numerical system.		
Retrieve correspondence indicated by your instructor, in the middle digit numerical system.		

Program: Office Occupations

Validated Skill #16: Using correct filing terms, follows correct procedures for records control.

Performance Objective:

Behavior: Using correct filing terms, you will describe correct procedures for records control.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

Using correct filing terms, you will describe correct procedures for records control. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Use correct filing terms.		
Describe correct procedures for records control.		

Program: Office Occupations

Validated Skill #17: Develops new file.

Performance Objective:

Behavior: You will describe the filing systems you might use in developing a new file, and tell which systems would be best for the situations indicated by your instructor.

Conditions: Given situations indicated by your instructor, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will describe the filing systems you might use in developing a new file, and tell which systems would be best for the situations indicated by your instructor. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Describe filing systems you might use in developing a new file.		
Given situations indicated by your instructor, tell which system would be best for each.		

Programs Office Occupations

Validated Skill #18: Maintains current files by updating, expanding, and deleting files.

Performance Objective:

Behavior: You will describe the standards used for maintaining files when updating, expanding, and deleting.

Conditions: Given questions from your instructor, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will describe the standards used for maintaining files when updating, expanding, and deleting. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Describe the standards used for maintaining files when doing the following:		
updating		
expanding		
deleting		

Program: Office Occupations

Validated Skill #19: Types a letter at 50—60 wpm with unfamiliar material put on a transcription machine, with 98% accuracy.

Performance Objective:

Behavior: You will type a letter at 50—60 wpm with unfamiliar material put on a transcription machine.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 98% accuracy as prescribed by your instructor.

Performance Assessment:

You will type a letter at 50—60 wpm with unfamiliar material put on a transcription machine. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Type a letter at 50—60 wpm from a transcribing machine, with 98% accuracy.		

Program: Office Occupations

Validated Skill #20: Prepares requisitions for supplies.

Performance Objective:

Behavior:	You will prepare a requisition for supplies.
Conditions:	Given the necessary forms, you will perform the items listed below, with no assistance.
Standards:	Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will prepare a requisition for supplies. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
You will prepare a requisition for supplies, as indicated by your instructor.		

Program: Office Occupations

Recommended Skill #1: Checks inventory to determine whether minimum quantities of office supplies are on hand, orders supplies as needed, and distributes and controls supplies.

Performance Objective:

Behavior: You will describe appropriate procedures for controlling inventory of office supplies.

Conditions: Using no references, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will describe appropriate procedures for controlling inventory of office supplies. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Describe to your instructor the appropriate policies and procedures for controlling inventory of office supplies used in your school office or in an office indicated by your instructor.		

Program: Office Occupations

Recommended Skill #2: Takes dictation over the telephone.

Performance Objective:

Behavior: You will demonstrate effective procedures for taking dictation over the telephone.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will demonstrate effective procedures for taking dictation over the telephone. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Role-play a situation in which you take dictation over the telephone from your instructor. Demonstrate effective procedures recommended by your instructor as you perform the task.		

Program: Office Occupations

Recommended Skill #3: Keeps a petty cash fund.

Performance Objective:

Behavior: You will explain commonly used policies and procedures for keeping a petty cash fund.

Conditions: Using no references, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will explain commonly used policies and procedures for keeping a petty cash fund. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Explain to your instructor commonly used policies and procedures for keeping a petty cash fund. Include in your explanation such items as how disbursements are commonly recorded, where records and receipts are kept, and how entries are reconciled with the accounting department, and how the fund is replenished.		

Program: Office Occupations

Recommended Skill #4: Takes dictation of unfamiliar material at 80 wpm for 3 minutes and transcribes with 98% accuracy.

Performance Objective:

Behavior: You will take dictation of unfamiliar material at 80 wpm for 3 minutes and transcribe with 98% accuracy.

Conditions: Given the necessary supplies and equipment, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will take dictation of unfamiliar material at 80 wpm for 3 minutes and transcribe with 98% accuracy. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Take a letter in shorthand at 80 wpm for 3 minutes.		
Transcribe the letter with 98% accuracy.		

Program: Office Occupations

Recommended Skill #5: Verifies totals on invoices and reports with a 10-key calculator.

Performance Objective:

Behavior: You will verify totals with a 10-key calculator.

Conditions: Given the necessary supplies and equipment, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will verify totals with a 10-key calculator. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Given a totaled column of numbers, verify that the total is correct by using a 10-key calculator.		

Program: Office Occupations

Recommended Skill #6: Changes the 10-key calculator ribbon.

Performance Objective:

Behavior:	You will change the 10-key calculator ribbon.
Conditions:	Given the necessary supplies and equipment, you will perform the items listed below, with no assistance.
Standards:	Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will change the 10-key calculator ribbon. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Change the 10-key calculator ribbon.		

Program: Office Occupations

Recommended Skill #7: Arranges data and prepares statistical charts and graphs.

Performance Objective:

Behavior: You will arrange data and prepare statistical charts and graphs.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will arrange data and prepare statistical charts and graphs. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Using data provided by your instructor and graph paper, draw a line graph. (For example, you might draw a linear business graph showing changes in sales volume over the past twelve months.)		
Using data provided by your instructor, arrange the data as necessary and draw a bar chart. (For example, you might draw a bar chart indicating the number of employees working in sales, administration, and production for a particular company.)		

Program: Office Occupations

Recommended Skill #8: Maintains payroll records.

Performance Objective:

Behavior: You will perform tasks necessary to maintain payroll records.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will perform tasks necessary to maintain payroll records. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Using data provided by the instructor, perform the following tasks:		
Prepare payroll register.		
Prepare journal entries for maintaining the payroll accounts.		

Program: Office Occupations

Optional Skill #1: Analyzes and records transactions affecting the balance sheet and income and expense accounts.

Performance Objective:

Behavior: You will use basic accounting techniques to open and close a simple set of books.

Conditions: Given the necessary supplies, you will perform the items listed below, with no assistance.

Standards: Within a set time limit, perform the items listed below, with 100% accuracy as prescribed by your instructor.

Performance Assessment:

You will use basic accounting techniques to open and close a simple set of books. Your performance will be evaluated by your instructor according to the items on the following checklist. To master this performance, you must correctly perform all items.

Items to be Performed	Yes	No
Using data given to you by the instructor, perform the items listed below.		
Prepare an opening balance sheet.		
Record and post opening entry.		
After analyzing with T accounts, journalize transactions in cash journal.		
Post journal and prepare trial balance.		
Prepare a worksheet for an income statement and balance sheet.		
Prepare an income statement and balance sheet.		
Close the ledger.		